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20 September 1984

MEMORANDUM FOR: Director of Information Services

THROUGH: Deputy Director of Information Services

FROM:

Chief, Information Resources Management Division

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SUBJECT: NPIC Study of Condition of Film at Records Center

1. Attached is paper describing the results of a study commissioned by NPIC on the condition of film stored at the Records Center. The study was performed by representatives of Kodak late last year and in January 1984. As you will see, the reviewers did find some deterioration in the condition of some older film. They also identified some environmental factors at the center that adversely affect the life of the film stored there. A number of recommendations (page 11) are made to alleviate these conditions, so that the film will remain usable for 20 to 30 years. Some of the improvements require an outlay of funds, but no figures are provided.

2. The paper mentions the need to upgrade the facility if the film is to be retained beyond 30 years, but leaves it to NPIC to determine if the expense is warranted. As you know, the National Archives and Records Service is doing an appraisal of this film to determine its retention period. If NARS determines it to be of permanent value, then the film will have to be retained beyond 30 years. We would then have to provide the environmental conditions to ensure that it is in usable form when it is transferred to NARS at some future date. Those actions might involve some significant outlays of money and would impact on our current plans to expand the current center or construct a new center.

3. We need to get NARS' assessment of this collection, so we can begin planning for the future. I will ask to follow up with Ray Tagge, NPIC, and COMIREX, so this determination can be made. If major outlays are eventually needed to provide a more suitable storage facility, then much of the money should come from national programs.

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Attachment

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